

Form 486

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KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES

APRIL 26, 2018

What is the Form 486?

The 486 has three purposes:

- **Accept and release funding committed to your library**
- **Indicate that service has started or the earliest date it will start**
- **Make certifications regarding compliance with the Children's Internet Protection Act (CIPA)**

A Form 486 must be certified before any E-rate invoicing forms can be filed, either by the service provider or the applicant.

Notes on CIPA Compliance (1/2)



Compliance with the Children's Internet Protection Act (CIPA) has 3 parts:

- **Internet Safety Policy** that includes certain requirements for protecting children who use the internet at the library
- **Public meeting** to discuss the policy
- **Technology Protection Measure** – filter to block *visual* images that are obscene, child pornography, or [sexual material] harmful to minors)

Notes on CIPA Compliance (2/2)

Libraries **must** comply with CIPA if they receive funding for internet access or any Category Two equipment and services.

- Exception: compliance is not required if the library receives support only for telecommunications (voice or transport).

Compliance is critical; if you're audited and found not to be in compliance, you may have to return multiple years of funding!

DO NOT ACCEPT E-RATE FUNDING IF YOU CAN'T CERTIFY CIPA COMPLIANCE!

View the KDLA webinar, “Internet Filtering: CIPA Compliance”, on the E-rate section of the Archived Webinars page:

<https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx>

Dates & Deadlines

Deadline for filing the Form 486:

120 days from start of services **OR**

120 days from the date on the Funding Commitment Decision Letter (FCDL)

whichever comes latest.

Recurring services = internet, phone, or other service that happens on a regular schedule

Service Start Date must occur between July 1 – June 30 of the funding year.

Not sure about the deadline? Use this tool and select FCC Form 486:

<http://www.usac.org/sl/tools/deadlines/Default.aspx>

Non-recurring services such as equipment purchases are also called one-time purchases.

Service Start Date is normally listed as July 1, the earliest possible date to list on the Form 486. Use July 1 even if your library opts for early Category Two purchase & installation which can occur from April 1 to June 30 before the normal funding year starts.

Early Filing for FY 2018

Many Kentucky libraries will have the option to early-file the Form 486 for FY 2018. This often hasn't been possible in the past three years due to late availability of funding commitments and the form itself.

In order to file the Form 486 early, the following must be true:

- Your library has received its Funding Commitment Decision Letter (FCDL)
- The services listed on the Form 486 haven't started yet but will start in the month of July
- Your library can truthfully make all of the certifications on the form, including CIPA compliance (if required)
- Your library is filing the Form 486 on or before July 31.

For more information on the Form 486, see the 'Starting Services' section for applicants on the USAC website:

<https://www.usac.org/sl/applicants/step05/default.aspx>

Where do I find the Form 486?

The screenshot shows the 'My Landing Page' of the Universal Service Administrative Co. The top navigation bar includes 'News', 'Tasks' (circled in blue), 'Records', 'Reports', and 'Actions'. A light blue callout box points to 'Tasks' with the text: 'Already started a form? Go to Tasks to pick up where you left off.' The right side of the header has a user profile icon and the name 'Appian'. Below the header, the page title is 'My Landing Page'. On the left is the 'Universal Service Administrative Co.' logo. Below the logo is a welcome message for 'KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES!'. The 'Notifications' section has two dropdown menus: 'Notification Type' (set to 'Please select a value') and 'Funding Year' (set to '-- Select a Funding Year --'). Below these is a table with columns: 'Notification', 'Description', 'Issued Date', 'Generated By', and 'Generated On'. The 'My Entities' section shows a table with columns: 'Entity', 'Issued Date', 'Generated By', 'Generated On', and 'Generated On'. The first row of the 'My Entities' table is highlighted with a green box and has a green callout box pointing to it with the text: 'Alternate way to start a Form 486: Click on the name of your library system where it appears on My Landing Page. Then click on Related Actions, then Create FCC Form 486.' The 'Funding Request Report' section on the right has a link for 'FCC Form 486' circled in pink, with a pink callout box pointing to it that says: 'Easiest way to start a Form 486: On My Landing Page, click on the FCC Form 486 link near the upper right.'

Already started a form? Go to Tasks to pick up where you left off.

Easiest way to start a Form 486:
On My Landing Page, click on the FCC Form 486 link near the upper right.

Alternate way to start a Form 486:
Click on the name of your library system where it appears on My Landing Page. Then click on Related Actions, then Create FCC Form 486.

Notification	Description	Issued Date	Generated By	Generated On

Entity	Issued Date	Generated By	Generated On	Generated On
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES	128825	FRANKFORT	KY	40601
KDLA Clark-Cooper Building	17016506	FRANKFORT	KY	40601
KDLA State Records Center	17016508	FRANKFORT	KY	40601

Form 486 – General information

 SAVE DRAFT

Create FCC Form 486

General Information

Select FRNs

Detailed Info

Submitting Organization Details

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

FCC Form 486 Details

Nickname *

FY 2018-19 Category One

Contact Information

Main Contact Person *

 Lauren Abner x

Please select a main contact person by typing the contact person's name or email address.

BEN: 128825

FCC Registration Number

Funding Year *

2018

Lauren Abner

lauren.abner@ky.gov

502-564-1728

Select the Funding Year from the drop-down. E-rate Funding Years are abbreviated by the starting year, so FY 2018-19 will be listed as 2018.

Use the Continue button to advance to the next page.

CANCEL

Enter the Main Contact Person for the form—must be an EPC user. Select the profile that pops up in blue when you type the name.

CONTINUE

Form 486 – Select FRNs

Select FRNs

Use the filters below to search and select FRNs to associate.

General Information **Select FRNs** Detailed Info Certification Preview

Submitting Organization Details

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES
300 COFFEE TREE RD
FRANKFORT, KY 40601
502-564-1728
lauren.abner@ky.gov

Filters

Application Number

Category of Service

FRN Status

FRN

Option 1:
Click **ADD ALL (#)**
FRNs to
add all of
your
funded
FRNs to
the form.

By default, all of your funded FRNs should appear because the FRN Status filter is set to Funded. If needed, you can use other filters to find particular FRNs.

<input checked="" type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	1899048760		181025170	Data lines	Category 1	Funded

Option 2: Check the box beside particular FRNs that appear in the results, then click on the **ADD (#) FRNS** button. Any FRNs you add will appear in Selected FRNs below.

ADD (1) FRNS

Form 486 – Selected FRNs

Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	1899048760		181025170	Data lines	Category 1	Funded

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

Once the desired funding requests appear in the Selected FRNs section at the bottom of the page, click on Continue.

Form 486 – Service Information

FCC Form 486

General Information

Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

Service Information

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

<input checked="" type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input checked="" type="checkbox"/>	1899048760	181025170	Data lines	143004793	Commonwealth Office of Technology	7/1/2018	7/1/2018

Actual Service Start Date for the Selected FRN(s)

08/01/2018

UPDATE SELECTED FRNS START DATE

RARE: To correct dates, check the box to the left of the FRN(s), enter the correct date, and click the button to update.

CANCEL

BACK

CONTINUE

Once all dates are correct, click on Continue

By default, the form will display the Service Start Date for each FRN as it appeared on the Form 471—generally this will be July 1st, and the form will not allow you to enter an earlier date. While the form uses the phrase ‘Actual Service Start Date’, you are reporting the *earliest possible* Service Start Date. **The overwhelming majority of FRNs should have July 1 as the start date. For Category Two FRNs, list July 1st even if you opted for early purchase or the purchase won’t be made until later in the year. Exceptions: FRNs involving mid-year changes (starting a new contract, switching services providers, etc.).**

Form 486 – Early Filing and CIPA Waiver

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES
300 COFFEE TREE RD
FRANKFORT, KY 40601
502-564-1728
lauren.abner@ky.gov

FY 2018-19 - check Early Filing ONLY if both conditions are true:

- a) You're filing the Form 486 on or before July 31st **AND**
- b) The services on the form haven't started yet but the service provider has indicated the services will start on or before July 31st.

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

☐ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

☐ I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (i), because that the schools or libraries request that the services be provided before the start of the Third Funding Year in which they apply for discounts.

CIPA Waiver is very, very rare, and you must meet a specific qualification in order to make this certification.

CANCEL

BACK

SEND FOR CERTIFICATION

CONTINUE

Click Continue to go to the Certifications.

Certifications

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Billed Entity Information

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

Billed Entity Number: 128825

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

ALL FILERS should check both boxes under Certifications.

Certifications

- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) listed above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

CIPA Certifications

Check 1st option if your library is CIPA compliant. Most Kentucky libraries must comply with the Children's Internet Protection Act (CIPA) in order to receive E-rate discounts.

CIPA Certifications

- ☒ certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- ☐ certify that as of the date of the start of discounted services: b. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) not complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), IN THE FIRST FUNDING YEAR.
- ☐ certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

RARE: Check 2nd option if this is your library's first year since FY 2001 applying for Internet Access or Category Two and you're working towards compliance.

CANCEL

BACK

PREVIEW

Check 3rd option if you're applying for Telecommunications Services only and don't need to comply with CIPA.

Once the correct CIPA certification is selected, click on Preview.

Certify

FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Form Details

Nickname FY 2018 Category One

Billed Entity Information

486 Training Ind. Library_1000024

700 12th St NW #900

Washington, DC 20005

123-456-7890

ab@testmail.usac.org

▼ Main Contact

Name Library Admin 1000024

Phone Number 123-456-7890

Service Information

FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
1699003050	161002883	Cat 1 Funding Request Nickname	14010001	USAC Service Provider Organization 1	12/7/2016	12/7/2016

Certifications

- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.
- ☒ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (i).

CANCEL

BACK

PRINT PREVIEW

CERTIFY

If everything is correct, click on Certify.

After clicking on Print Preview, you'll see a page that shows all of the information you entered. **Only the certifications you selected on previous pages will be listed – on FY 2018 forms, the majority of libraries should see only 3 certifications on this page. If you need to make corrections, click on the Back button to return to previous pages.**

Pop-up warning

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO YES

On the pop-up warning, click Yes to finish certifying your form.

Certifier Information

Certifier Information

You have successfully filed FCC Form 486

[Click here to view and print the FCC Form 486](#)

Certification Date

4/26/2018 10:05 AM EDT

Authorized Person

Name Library Admin 1000024

Title Account Admin

Employer 486 Training Ind. Library_1000024

Address 700 12th St NW #900
Washington, DC 20005

Phone 123-456-7890

Email 486_full_rights_user_ind_library_1000024@testmail.usac.org

The Certifier Information page appears immediately after you certify. **Print this page for your records.** You can also access this information later from the Notifications section on My Landing Page.

Click on the link to view your certified Form 486 and print a copy for your records.

Print Form 486

Summary Associated FRNs Review Inquiries News Related Actions

In-Review

▼ FCC Form 486 Form Details

View Status (+)

Funding Year 2016

▼ Billed Entity Information

486 Training Ind. Library_1000024

700 12th St NW #900

Washington, DC 20005

123-456-7890

ab@testmail.usac.org

Created By Library Admin 1000024

Created On 4/26/2018 10:00 AM EDT

Billed Entity Number: 15629

FCC Registration Number: 0123456789

Applicant Type: Library

▼ Main Contact

Name Library Admin 1000024

Phone Number 123-456-7890

Email 486_full_rights_user_ind_library_1000024@testmail.usac.org

▼ Service Information

FRN Number ↑	Application Number	FRN Nickname	Category of Service	SPIN	Service Provider	Actual Service Start Date
1699003050	161002883	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1	12/7/2016

› Certifications

▼ Certification Details

Certified By Library Admin 1000024

Certified On 4/26/2018 10:05 AM EDT

PRINT PREVIEW

This feature will expand the Certifications and Service Information sections. To print, use browser functionality or hit CTRL+P. Do you want to continue?

NO

YES

When you open your Form 486, you need to click on **Print Preview**, then confirm that you want to continue in order to see the full form. **Print the form like it's a regular webpage; there isn't a PDF copy to download.**

Finding your form on My Landing Page



Scroll to
bottom

If you need to print a copy of your Form 486 in the future, go to My Landing Page in the [E-rate Productivity Center](#) and scroll to the last section on the page. Change the Form Type drop-down to FCC Form 486 and select the appropriate funding year. Click on the Form Number to open the form.

FCC Forms and Post-Commitment Requests

- ☒ FCC Forms
- ☐ Post-Commitment Requests

Form Type

Funding Year

- Status
- ☒ All
 - ☐ In Review
 - ☐ Approved
 - ☐ Denied
 - ☐ Cancelled
 - ☐ Notification Issued

Form Number	Nickname	Funding Year	Status	Certified Date
31	Form 486 Training	2016	In Review	7/3/2017 12:36 PM EDT

Certification on My Landing Page

My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)


Welcome, Pioneer County Public Library!

Notifications

Notification Type

Funding Year

Status ☒ All
☐ Generated
☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
 FCC Form 486 Certification	FCC Form 486 - 31	7/3/2017	EPC System	7/3/2017 12:36 PM EDT	View Notification

On My Landing Page, use the Notifications section to view 486 certification information. Change the Notification Type drop-down to FCC Form 486 Certification, then select the appropriate Funding Year.

Click View Notification to see the 486 Certification.

USAC Guidance on the Form 486

- Form 486 Filing page on USAC website
 - <https://www.usac.org/sl/applicants/step05/form-486.aspx>
- USAC has announced a Form 486 webinar for May 23, 2018 at 3:00 ET. Go to the USAC Trainings & Outreach page to register:
 - <https://www.usac.org/sl/about/outreach/default.aspx>
 - A recording of that new USAC webinar will later be added to the Online Learning Library: <https://www.usac.org/sl/about/outreach/online-learning.aspx>

Questions?



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